

Alchemy Course Insite Reference

Registering for a class in Course Insite

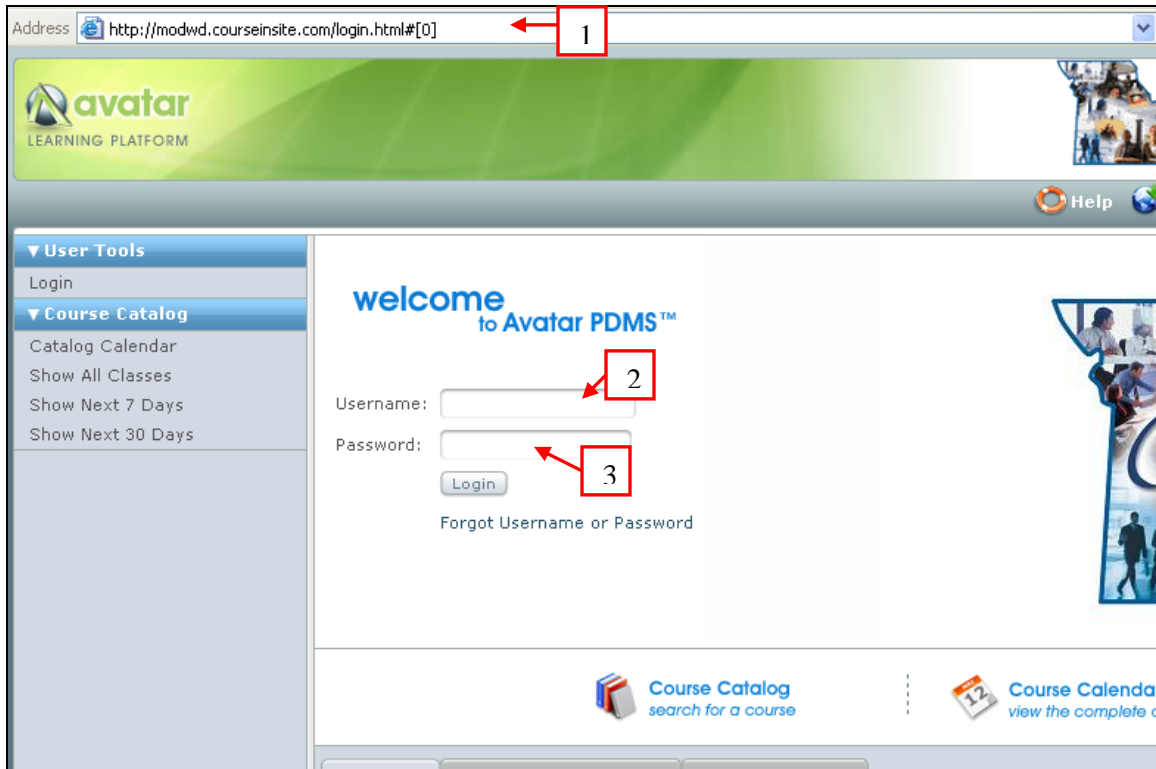


Figure #1: Course Insite Login Screen

Step-by-Step:

1. Go to the Course Insite site at <http://modwd.courseinsite.com>.
2. Enter your user name.
NOTE: For DWD staff, this will be your CMS username. For partner staff, this will be your Toolbox username.
3. Enter your password.
NOTE: The first time you log in, your password will be your CMS or Toolbox number in all caps. The password is case sensitive. (Ex.: CMS9999 or WR9999)

NOTE: TMS and Course Insite are not the same system and do not communicate with each other, the password you use in TMS will not work in Course Insite.

avatar
LEARNING PLATFORM

Hello, DWD TRAINER

My Learning Portfolio

- Current Class List
- Completed Class List
- Planned Class List
- Pending Class List
- My Profile
- My Transcript
- My Calendar
- iCal Subscriptions

Change Password

Please verify the information below and update it if necessary. Once you have completed and submitted the form below, your new password will be activated. This new password and your current username will be required for future access.

User Information

Username CMS9999

Email required

Password required

Password Confirmation required

July, 2008

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

Figure #2: Change Password Pop-up Screen

The first time you log into Course Insite, you will be prompted to change your password and enter your email address.

Step-by-Step:

4. Verify or enter your email address.
5. Enter a new password.
6. Confirm the new password.
7. Click the Submit button.

There are four options you can use to choose to view the classes offered:

- Catalog Calendar
- Show All Classes
- Show Next 7 Days
- Show Next 30 Days

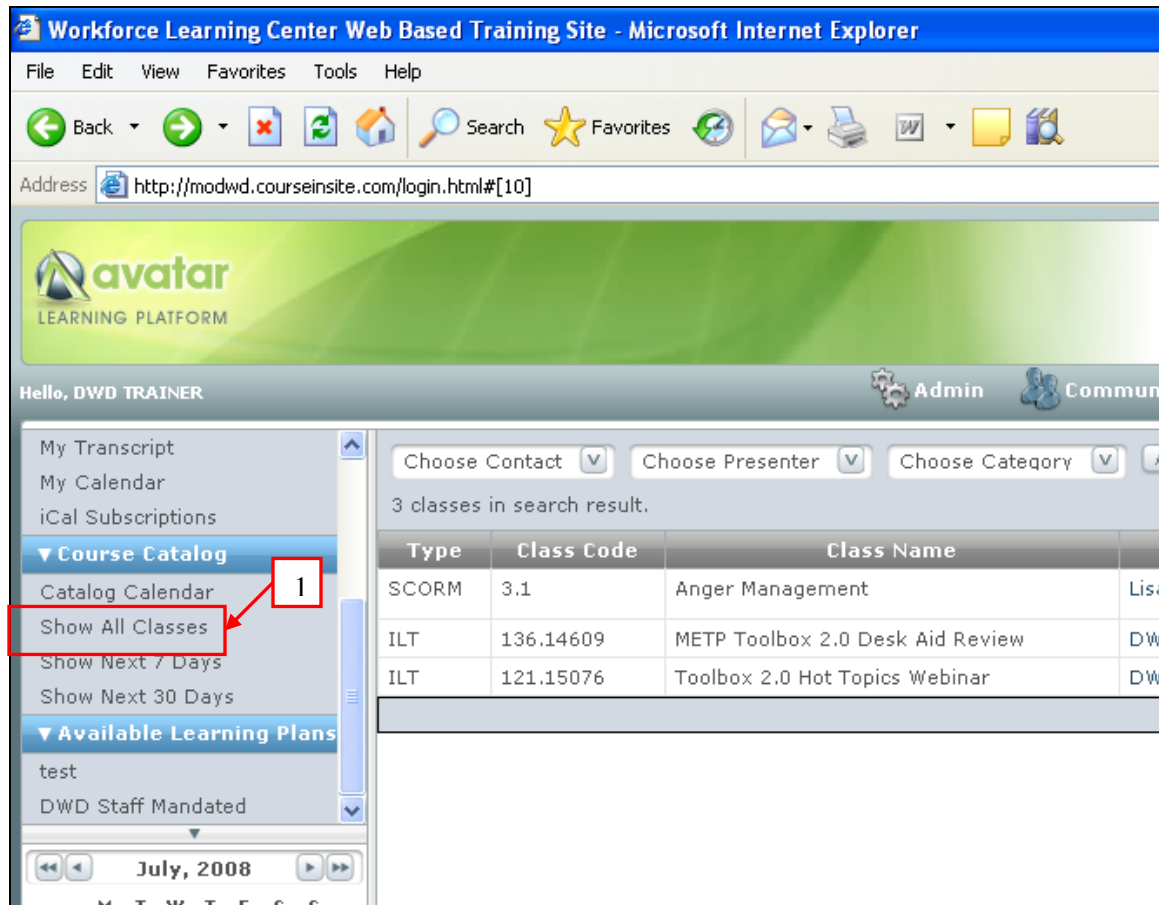


Figure #3: Course Insite Learning Platform Screen

Step-by-Step:

1. To see the classes offered, choose from one of the four view options in the left column.

	ID	Course Name	Category	Prerequisites	Action
WBT	128.16188	Management Services - Professional Certification	DWD Training	None	Add to Cart
SCORM	156.15880	Managing Change Online		None	Add to Cart
SCORM	178.15923	Managing Your Money Wisely Online		None	Add to Cart
WBT	348.26441	Missouri DWD Child Labor	DWD Training	None	Add to Cart
SCORM	157.15881	Missouri Temporary Assistance Orientation Online		None	Add to Cart
WBT	372.31752	Missouri's Next Generation Career Center Framework	DWD Training	None	Add to Cart
WBT	141.15286	MissouriCareerSource.com	DWD Training	None	Add to Cart
SCORM	158.15882	MRP Project Online		None	Add to Cart

Figure #4: Course Insite Course Catalog

Step-by-Step:

2. To register for the class, click on the “Add to Cart” button next to the Missouri’s Next Generation Career Center Framework class.

Notice the class has moved to the “Shopping Cart” on the left side of your screen. You can continue adding classes or you can complete registration by “checking out”.

	ID	Course Name
SCORM	158.15882	MRP Project Online
WBT	129.16154	National Workforce Professional - Tier 1
WBT	130.16155	National Workforce Professional - Tier 2
WBT	131.16156	National Workforce Professional - Tier 3
ILT	370.31745	NGA Institute on State Economies and S Strategies
SCORM	159.15883	O*NET Overview Online
SCORM	160.15884	Overview of DWD Online
WBT	355.28931	PELL Grant Financial Guidance for UI Ber 06-10-09

Figure #5: Course Insite Shopping Cart

Step-by-Step:

3. To complete the registration process, click on the “Check Out” button in the left column.

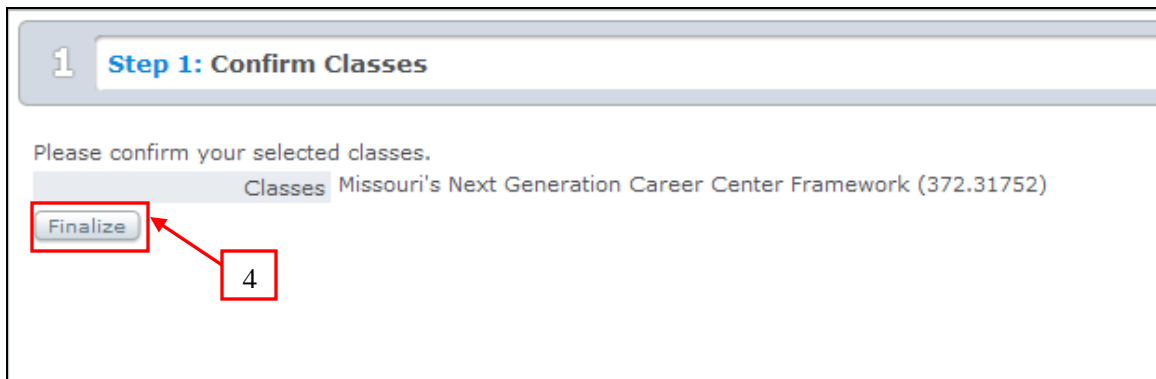


Figure #6: Course Insite Finalization Screen

Step-by-Step:

4. Click the “Finalize” button to confirm the selected class.

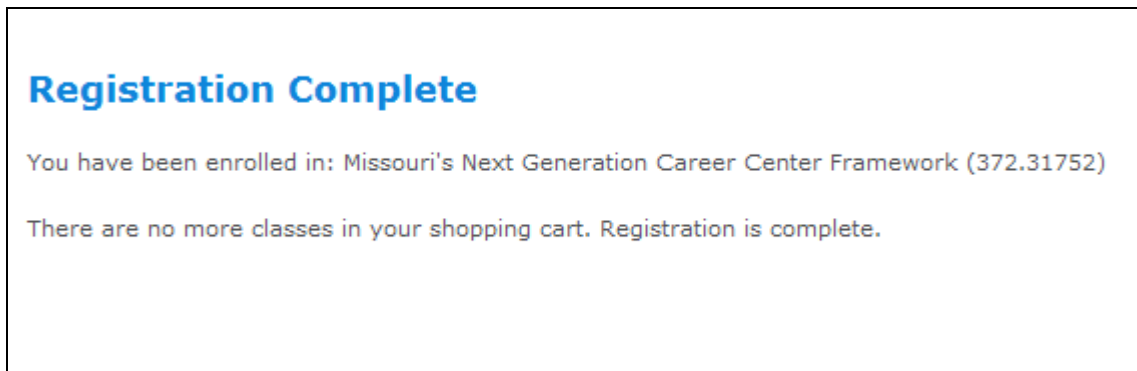


Figure #7: Course Insite Confirmation Screen

5. You will receive a screen that states that you have been enrolled in the class you chose.

Taking a class in Course Insite

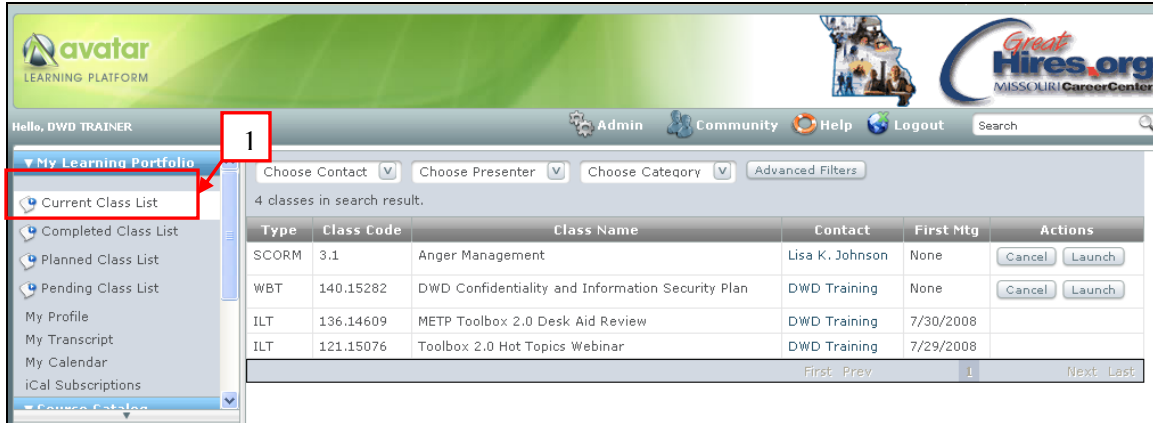


Figure #8: Course Insite Learning Platform Screen

Step-by-Step:

1. To take the class, select “Current Class List” link in the left column to view the list of classes you are registered to take.

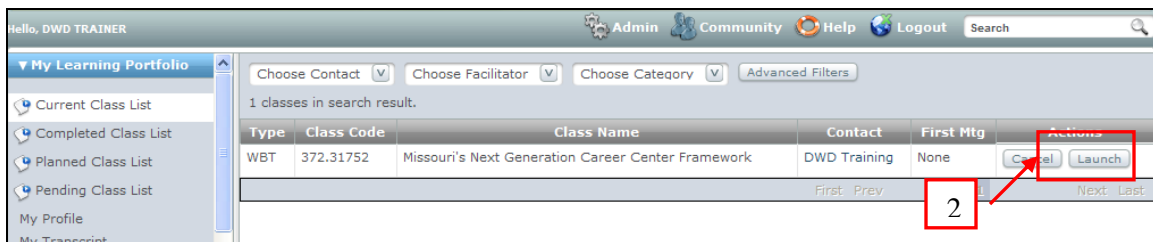


Figure #9: Course Insite Class Launch Screen

Step-by-Step:

2. From your list of classes to take, click on the “Launch” button next to the Missouri's Next Generation Career Center Framework class to launch the class.

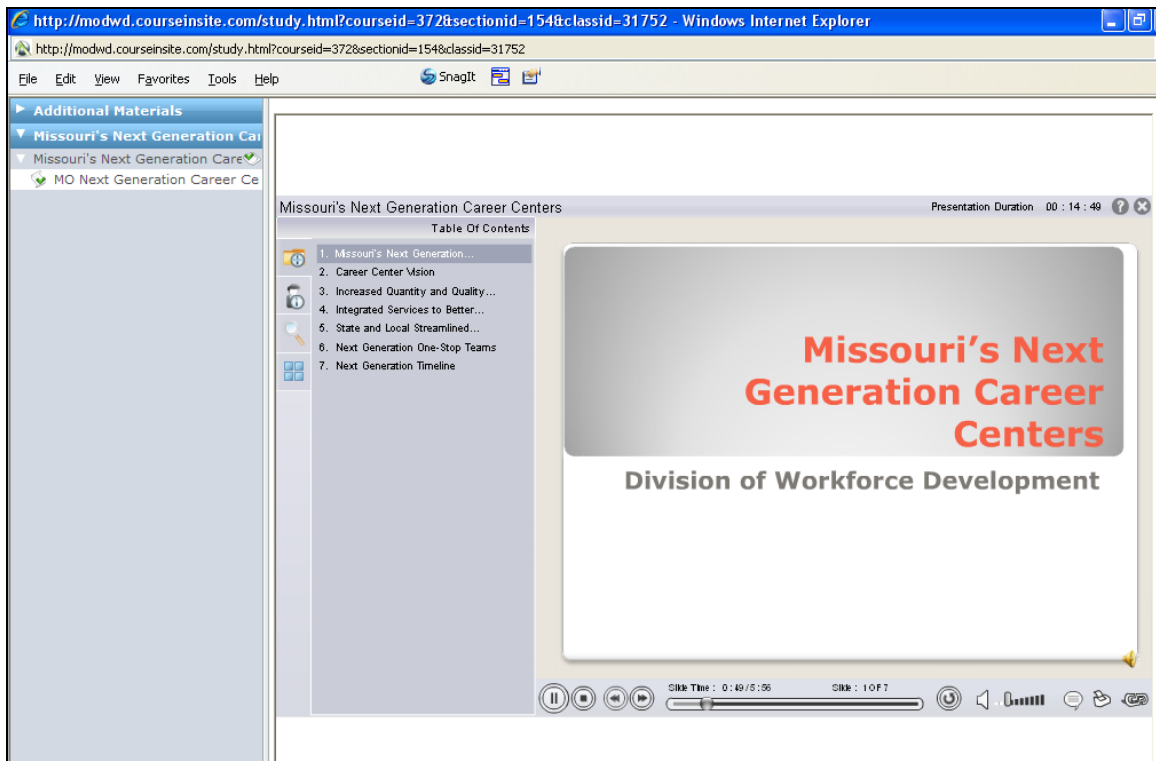


Figure #10: Course Insite Course Power Point Screen

Step-by-Step:

3. Once you click the launch button, the Missouri's Next Generation Career Center Framework power point will open in a new window.